



Open Arms of Minnesota Job Description: Facilities Support Associate

Organizational Summary:

Open Arms of Minnesota (OAM) is a nonprofit that prepares and delivers healthy, nutritious food to people living with life-threatening illnesses. Our mission: by providing food as medicine, we nourish our clients and build community. In our two state-of-the-art kitchens, OAM staff members and more than 4,700 volunteers create meals specifically designed for our clients' nutritional needs. We use fresh and, whenever possible, organic ingredients, including produce from our own 5 Open Farms urban garden locations. Volunteers deliver meals throughout the Twin Cities metro area to approximately 4,400 clients, caregivers, and dependents annually, providing nourishment and hope for families dealing with life-threatening illnesses. In addition, families in need throughout Minnesota receive meals shipped to them weekly. There are no fees for any of Open Arms' services. Open Arms is a volunteer-driven organization and is culturally unique in our high commitment to an excellent volunteer experience.

To learn more, visit www.openarmsmn.org

Open Date: June 3rd, 2024

Closing Date: Until filled

Position Overview:

This hourly position contributes to the fulfillment of the Open Arms' mission by primarily cleaning and doing basic maintenance at Open Arms' facilities and supporting work when needed at events. The Facilities Support Associates ensure the grounds and building are consistently well-maintained, welcoming, and clean, and that the kitchen and other critical areas are functioning as needed. As with all OAM staff positions, this position is responsible for helping ensure volunteers and interns have an exemplary experience during all interactions with Open Arms and is expected to consistently maintain a high level of customer service to all guests, clients, and fellow team members.

Primary Job Responsibilities:

- Complete all tasks on daily cleaning checklist.
- Restock supplies as needed.
- Conduct building and grounds daily walk-throughs, document and report what needs attention and addressing those issues.
- Check in with supervisor daily.
- Travel to other Open Arms sites as needed.
- Perform basic repairs for the upkeep of the facilities.
- Under the supervision of the Facilities Manager, and in accordance with existing warranties, initiate, perform, and oversee regular preventative maintenance of the building and systems, whether in-house or through a vendor. Maintain and update

maintenance records, warranties, and inspections.

- Ensure that unsafe conditions in the building or on the grounds are reported to the supervisor and corrected promptly.
- Assist other departments with tasks when needed to ensure all staff members can do their jobs. For example, back up logistics department by unloading/loading trucks and/or help kitchen staff with daily operations.
- Manage meetings, events, and community spaces by ensuring cleanliness and completing specific set up and tear down requests.
- Drive OAM vehicles between buildings, storage, and other sites to pick up or drop off materials or purchases as needed.
- Help ensure Open Arms provides an outstanding experience for all volunteers by regularly seeking out meaningful and positive interactions with them and maintaining a positive, friendly, helpful attitude.
- Other related duties as assigned.

Requirements:

- 2+ years of custodial maintenance work experience.
- Active Minnesota driver's license and unrestricted for work-related driving.
- Acceptable driving record and insurable under current policies.
- Reliable transportation.
- Strong time management skills and attention to detail.
- Strong customer service skills and ability to contribute to a positive work environment.
- Good communications skills.
- Strong problem-solving skills.
- Ability to use work-order management app on mobile device.
- Ability to multi-task and work in high pressure settings.
- Ability to work independently and with minimal supervision.
- Flexibility with schedule and assigned tasks.
- Ability to work occasional evenings and weekends.
- Sensitivity and commitment to diversity and able to work respectfully with many coworkers and community members.
- A passion for the mission and values of Open Arms.

Physical Requirements:

- Ability to communicate verbally and in writing in English.
- Able to operate standard office equipment (such as telephone, computer, printer, and copy machine).
- Ability and comfortable getting into tight spaces, walking on elevated platforms, working in environmental conditions (such as cold, rain, heat).
- Must possess the physical ability to perform tasks that involve bending, twisting, lifting, (up to 50 lbs.) reaching and moving in various environments.
- Able to work on your feet for long periods of time.

Reports to: Facilities Manager

Pay Rate Range: \$19 to \$21 per hour

Positions being hired: 2

Location and Schedule: Minneapolis position- 40 hours per week
St. Paul position- 25 hours per week

To Apply:

Please send a resume and cover letter to:

OAM HR

- Email: jobs@openarmsmn.org
- Fax: 1-866-499-1630
- Mail: 2500 Bloomington Ave, Minneapolis MN 55404
- Call: 612-465-9793

Benefits:

This position is eligible for an excellent comprehensive benefits package that includes medical/dental/life/ STD/LTD insurance, employee assistance program, paid Holidays, and personal time off (PTO), retirement plan with employer match program. Employee-paid vision plan, voluntary life, critical illness, hospital indemnity and accident insurance are also available.

Open Arms of Minnesota is committed to hiring and fostering a diverse and inclusive workforce that leverages the skills and talents of all employees in our organization, regardless of race, gender, national origin, age, religion, sexual orientation, gender identity, familial status, disability, or socioeconomic status. We encourage all individuals with direct or transferable experience to apply for our open positions.

Equal Opportunity Employer